



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>November 20, 1975</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>DEC 12 1975</b> Application No.: <b>75-274</b> Date Completed: <b>DEC 16 1975</b>	
2. Agency Application No. <b>DHR-20</b>		4. Person to Contact <b>Ruth Moody</b>	6. Tel. No. <b>894-5122</b>
3. Agency, Division, Subdivision & Administering Office Address <b>Department of Human Resources, Division of Physical Health Adult Health Unit - Screening and Detection 618 Ponce de Leon Avenue Atlanta, Georgia</b>		5. Working Title <b>Staff Supervisor</b>	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1974-Present</b>	9. Exact Series Title <b>Stroke and Heart Attack Prevention Administrative Control Files</b>
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10. What is the function of the office in which this record series is created?

*The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.*

*Adult Health - Screening and Detection Unit has the responsibility to provide technical support and guidance to local health personnel in the various programs of screening persons for the detection of chronic diseases such as stroke, hypertension, lung diseases, diabetes, arthritis and diseases and problems of the aged.*

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

*Documents relating to the maintenance of administrative control records for the Stroke and Heart Attack Prevention Program*

*Included but not limited to are service plans, proposed method of operations, operational guidelines, project designs, budget proposals, identification of types of needed personnel, quarterly and annual statistical data identifying screening parameters, (i.e. cigarette smoking, overweight) name of district, age group breakdowns, sex, normal and abnormal readings; and similar and related documents dealing with the development of SHAPP.*

*Files are arranged alphabetically by subject.*

## ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	1		1/2	1/2
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	10	5
				1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- |  | YES | NO  |
|--|-----|-----|
| 13. Is this the Record Copy of the series?   | [X] | [ ] |
| 14. Is there a duplication of this series in another office or agency?   | [ ] | [X] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. Quarterly and Annual client treatment reports. | [X] | [ ] |
| 16. Does the series contain classified information requiring security handling?  | [ ] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?   | [ ] | [X] |
| 18. Could the function be performed if the files were lost or destroyed?   | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   | [ ] | [X] |
| 20. Does the record series provide data as input to an EDP file?   | [ ] | [X] |
| 21. Does the record series contain documentation produced as EDP printout?<br>Quarterly and Annual summary treatment reports.  | [X] | [ ] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?   | [ ] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?  | [X] | [ ] |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [X] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

State Archives personnel have evaluated file series and have determined that series should be maintained for historical documentation.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [X] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER See below, then:

- [ ] Hold in the current files area        month(s)/        year(s):  
 [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold        year(s):  
 [ ] Destroy.  
 [ ] Transfer to State Archives for permanent retention.  
 [ ] Destroy immediately after cut-off.  
 [ ] Other: (Specify)

SEE ATTACHED SHEET

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
William J. McDonald DHR RMO	12-2-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>Paul Moody</i>	12-2-75
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>William M. Higer</i>	12-11-75
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Canell Harg</i>	12-10-75
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>M. M. Well</i>	12-12-75

STATE RECORDS  
COMMITTEE

Department of Human Resources  
Division of Physical Health  
Adult Health Unit - Screening and Detection  
618 Ponce de Leon Avenue  
Atlanta, Georgia

Page 3

No. 25

Adult Health Unit (Atlanta) - Cut-off file at the end of <sup>each</sup> ~~the~~ calendar year;  
hold in current files area for two years; then  
transfer to State Archives for permanent retention.

District Office and Treatment-  
Center Cut-off file at the end of <sup>each</sup> ~~the~~ calendar year; destroy  
when no longer needed for reference; record copy to  
be maintained by Adult Health.